

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III -
Plans and Operations

SALARY GROUP: B19

DEPARTMENT: Plans and Operations

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Leonard Echessa DATE: 12/02/2016

POSITION #: 033298

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates Plans and Operations program activities; reviews and evaluates agency security-related policies, procedures, technical manuals, and operational plans; and develops and recommends program guidelines, policies, procedures, rules, and regulations to ensure compliance with current and proposed legislation, statutes, and regulations and agency policies and procedures.
- B. Conducts security and offender program investigations and analyses; prepares and reviews reports on the effectiveness of program activities; and prepares, interprets, and disseminates program information.
- C. Confers with staff on program issues and problems to identify and implement solutions; prepares and oversees the preparation of training and operational manuals and educational materials; and provides training and technical assistance.
- D. Prepares and assists in the preparation of administrative reports, correspondence, and specialized research projects; maintains project management time line and departmental biennial operating plan; and prepares program budget requests.
- E. Assigns and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Business Administration, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning criminal justice or program administration experience.
3. One year full-time, wage-earning experience in the supervision of employees.
4. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of standard security practices and procedures for correctional confinement facilities.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to develop and evaluate administrative policies and procedures.
11. Skill to prepare and maintain complex records, files, and reports.

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12. Skill to review technical data and prepare technical reports.

13. Skill to assign and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, dolly, telephone, weapons, restraining devices, and automobile.